

4 AUG 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (28 July-3 August 1982)

Classification Review Division

On 1 August 1982, Executive Order 12356 became effective and made systematic classification review programs voluntary. By choice, CIA will no longer conduct an internal systematic classification review program.

CRD reviewed 29 CIA documents (76 pages) held at Presidential libraries, 16 documents (121 pages) contained in the Department of State galley proofs of the Foreign Relations of the United States, three manuscripts (59 pages), and 29,548 OSS cards.

Records Management Division

When OIS took over the responsibility for the Agency's Top Secret Control Program from the Office of Security on 1 June 1981, there was a backlog of approximately 25,300 transactions. RMD has been able to eliminate this backlog over the past 14 months.

RMD arranged for the Information Security Oversight Office (ISOO) to show the ISOO slide presentation on Executive Order 12356 to representatives from all Agency Directorates and the DCI Area. The presentation was in three parts: (1) an overview of the information security system established under the Order; (2) safeguarding procedures and requirements; and (3) marking procedures and requirements.

A representative from RMD met with the DDA Records Management Officer and DDA secretaries to discuss the new classification markings required under Executive Order 12356.

Representatives from RMD, the National Archives and Records Service (NARS), Foreign Broadcast Information Service (FBIS), and O/DDS&T met to discuss the retention period for Joint Publication Research Service (JPRS) publications. Under the current FBIS records control schedule, the publications are listed

as temporary, but NARS and FBIS now believe they should be permanent. In addition, the question of whether the microfiche copies of JPRS publications prepared by the Printing and Photography Division (P&PD) meet Federal Property Management Regulations requirements was discussed. More meetings are scheduled to resolve these issues.

RMD, in coordination with P&PD, completed the revision of the Micrographics Handbook.

An officer from the Information Science Center, OTE, visited RMD for a briefing on OIS computer systems. This officer will be working on the two data processing/records management courses designed for MI careerists--the existing Orientation to Automated Records Systems (OARS) and the planned Automated Information Management Seminar (AIMS). He also visited the Agency Archives and Records Center for a tour of the facility and a briefing on RAMS (Records Center and Archives Management System).

Three hundred cubic feet of material were transferred to the hammermill for destruction.

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Regulations Control Division

RCD carried out 60 actions on issuances. The Division's workload was increased from 129 to 130 active jobs reflecting the number of newly initiated jobs compared to those published or canceled.

Issuances of general interest processed include new regulations and chapters to handbooks setting forth policy, authority, definitions, and procedures applicable to

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RCD learned from the Legislative Liaison Division, Office of External Affairs (OEXA), that [redacted] Recruitment and Appointment, [redacted] Office of Personnel, had been forwarded by OEXA to the SSCI and HPSCI for their review and approval as required by the Intelligence Authorization Act of FY 1982. An SSCI member has requested some background information from the Office of General Counsel on these regulations. An OGC representative commented that since these are the first regulations to be brought to the attention of the Congressional committees under this Act, the process might be slow in obtaining a speedy response.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS: [] (4 Aug 1982)

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